

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:348-332

Quotations are Due By:

(Eastern Time)10:00 AM on 04/13/2009

Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: TFOP Postcard.

QUANTITY: 2911 copies, plus or minus none.

TRIM SIZE: 6 x 4-1/4"

FORM NO: Pub. 04760 (Rev. 2009)

PAGES: Face and back

SCHEDULE:

Furnished Material will be available for pickup by 04/13/2009

Ship complete by 04/20/2009

F.O.B. contractor's city/origin - See Below

QUALITY LEVEL: 4 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

Face and back form (postcard) printing head to head with type and rules in black ink.

Contractor is to image the addresses directly on the postcard below the printed return address and G-48 "Postage and Fees Paid" mailing permit using the electronic distribution list which will be furnished to the contractor in excel format.

The contractor is required to have Internet access provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0. The contractor is required to have Adobe Acrobat 9.0 Professional (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email the forms mentioned above. NOTE: The use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) is not permitted.

Postage Statements/IRS Postal Forms: The contractor must the Electronic Form 13456 and submit via email to IRS at postage@publish.no.irs.gov and also email to mary.g.kruemmel@irs.gov. For your convenience, Form 13456 is provided as a fillable PDF file for each GPO job jacket. The IRS will complete the top portion of the form prior to emailing the form to the contractor. If any information is missing or incorrect, contractor must contact Gayle Kruemmel at 202-283-0228.

The contractor is responsible for capturing five data elements from every postage statement (i.e. USPS Form 3602, 3602-R, 3600). The five elements are: (1) barrel stamped post office zip code, (2) postage statement date, (3) quantity mailed, (4) postage amount, and (5) postage statement type.

The form must contain only postage information for the designated GPO jacket. Prior to sending, the contractor must rename the file "GPO Jacket number_date" i.e. 123-456_9-02-03.pdf. If the contractor completes an additional form per day, they should add a suffix to the file name starting with the letter "a" then "b", etc. i.e. 123-456_09-02-03a.pdf. The contractor is responsible for the accuracy of the information

returned to the IRS. Any delay or missing input could result in delay of payment.

All Postage Statements (i.e. USPS Form 3602, 3602-R, 3600) must contain the IRS Agency Cost Code "67039" in the "Federal Agency Cost Code" box. The GPO Jacket Number must be included in the mailer information located in the upper portion of the postage statement.

Faxing USPS Postage Statements: On the same day the completed Form 13456 is emailed, the contractor is also required to FAX all associated postage statement forms to the IRS. Contractor is required to FAX postage statement forms (i.e. USPS Form 3602, 3602-R, 3600) that have received a barrel stamp from the postal service to 1-267-295-7877 (not a toll free number). The first page of every FAX sent to the IRS must be a fully completed IRS Form 13456-A. The number of pages faxed may not exceed 32 pages in any single FAX transmission. The fax must contain only postage statements for the designated GPO jacket number. Contractor must not combine postage associated to multiple GPO contracts in a single FAX transmission.

The form must contain entries in the following fields: Name of IRS publishing analyst, IRS requisition number, GPO jacket number, GPO Contractor number, Name of contractor, Contact person at contractor, Telephone number of contact person, FAX number of contact person, Number of pages faxed (cannot exceed 32 pages including cover sheet) and Date of fax transmission.

The date on Form 13456-A "Date of fax transmission" must match the date on the associated Form 13456 "Date of fax transmission". Postage reported on the completed Form 13456 must correspond line by line to the postage statements in the associated fax.

Within three (3) workdays of completion of mailing, contractor must ship via overnight, traceable means, one complete set of all Form 13456s' and barrel date stamped postage statements to: IRS, Attn: Gayle Krummel, Room C5-370, 5000 Ellin Road, Lanham, MD 20706.

MATERIAL FURNISHED: Contractor to receive. An Adobe Acrobat PDF print file. Electronic transfer will be via e-mail in Portable Document Format (PDF) generated from Adobe Acrobat 9.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). Do not unembed fonts! This may result in a loss of data. The PDF's are backward compatible to Adobe Acrobat 7.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films.

An Excel file containing address files for imaging postcards.

IRS Form 13456, IRS Publishing - Postage Report in a fillable PDF file format.

IRS Form 13456-A FAX Cover Sheet for IRS USPS Postage Statements in PDF file format..

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* K20, 25 Pct, Blue Index, Basis Size 25.5 X 30.5" Basis Weight 110 lb.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS:

Adequate gripper margins: Follow furnished print files.

PROOFS:

None Required.

DISTRIBUTION:

Image addresses on postcards from furnish excel file and mail 2,911 postcards using First Class "Postage and Fees Paid" G-48 mailing permit printed on postcards.

USPS Regulation Compliance: The contractor must comply with all U.S. Postal Service regulations governing First Class permit mailing, as outlined in the current Domestic Mail Manual (DMM).

Ship 5 sample copies to: IRS, Attn: Gayle Kruemmel, Room C5-370, 5000 Ellin Road, Lanham, MD 20706.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Quality Assurance Levels and Standards: The following levels and standards apply to the products ordered under these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	Furnished electronic media.

"DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."